

POLICY: 1007	ADMINISTRATION	DATE: 03/19/80
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TITLE: Access to Official Records and Information

Purpose

To implement Section 68(A), The Code, as it pertains to the Information Services Division on the access to official records and information.

Availability of Records

Unless prohibited by the Code of Iowa, the Information Services Division (ISD) of the Department of General Services will provide, upon request, any records in any existing form. The ISD Administrator may require the submission of a written request specifying the records requested. ISD will endeavor to supply all requests for records in a timely fashion. In the event that a request cannot be fulfilled within a reasonable time, the requester will be notified and an estimated completion date will be provided. For nonproprietary records, the ISD is only a repository and is not the "lawful custodian" of the records under the meaning of Chapter 68A, The Code. Nonproprietary records shall be provided only to the unit of state government which is the lawful custodian of such records under Chapter 68A, The Code.

Cost of Reproducing Records

Records will be provided at the cost to the state of producing or reproducing the records, including an appropriate administrative charge. Payment will be accepted only for records which can be provided at the time of the request. A deposit may be required in advance of actual production.

For non-automated records, there will be a charge of twenty cents per copy whenever a copy machine is used. A maximum of five copies of each original document will be allowed to be made on the ISD copy machine. The copy machine will not be used for documents secured from other than the ISD records. The records may not be altered, damaged, resequenced or otherwise disturbed in the process of copying.

The examination of such records and the use of the copy machine to make copies of these records shall be available for public use during customary business hours (Monday through Friday, 8:00 a.m. to 4:30 p.m. except legal holidays). Such examination and the use of the copy

machine shall be done under the supervision of an employee designated by the director of the appropriate division.

New Records

It may not be possible to honor such records on a timely basis. If, however, there are existing records which contain the information requested, the requester will be advised of the existence of such records.

Where such records are provided to the lawful custodian to fulfill the request of a third party, the unit of state government which is the lawful custodian of the records shall reimburse the ISD Office for the cost of producing or reproducing the records including an appropriate administrative charge. The lawful custodian must inform the ISD that a request is being processed for a third party.

This document is the current version of Policy 2.03.4004
that had been issued by the Comptrollers Data Processing Division